

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Evidence Technician Revision Date: 10/00
EEO Code: Technician
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Investigation Sergeant, organizes evidence receipt, transportation and release.

III. Essential Duties

- Process and retain accurate, orderly records.
- Receive evidence through intake lockers.
- Sort evidence and properly assign it to protective storage.
- Transfer information from paperwork to computer and file paperwork.
- Properly maintain evidence labeling
- Respond to phone calls from the public regarding evidence.
- Assist/train officers in evidence booking procedures.
- Pull items and release them to the public.
- Pull items and release them to officers for court.
- Transport to and receive property and evidence from the state crime lab or AFIS.
- Restock and order supplies.
- Sort items that are listed to be destroyed. Ensure items are destroyed and documentation is completed.
- Update computer information for destroyed items.
- Conduct audits of property room.
- Maintain close working relationship with outside professional service providers.
- Maintain evidence room in a condition that it is prepared for outside audits at all times.

IV. Marginal Duties:

- Send dispositions to officers on established intervals; receive dispositions back.
- Send letters to the public on all dispositions that are listed to be released.
- List drugs, guns, knives and paraphernalia and transport them to proper sites to be destroyed.
- Reorganize shelves after dispositions.
- Testify in court.
- Coordinate destruction or other disposition of firearms with the chief of police.
- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma; Valid Utah Driver's License required.

Experience: Helpful, but not required. This is an entry level position.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Evidence laws and procedures; Police report forms; basic computer skills.

Responsibility for: Great responsibility for the care and condition of various types of evidence; great responsibility

for making decisions affecting the activities of people: what they should do, when to do it, where and how.

Communication: Contact with other departments, furnishing and obtaining information; judgement and tact required to avoid friction; outside contact with public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring and influencing of others to obtain desired result; involvement with persons of high rank requiring well developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Regular use of a bar coding machine, computer, copy machine, telephone and vehicle.

Analytical Ability: Great adherence to policies and legal guidelines which could result in a considerable amount of liability to Sandy City if evidence is not handled properly.

VI. Working Conditions:

Work procedures are established; refer only unusual cases to supervisor; independent judgement and tact needed to determine who is authorized to receive evidence; a moderate degree of mental pressure and fatigue exists during a normal workday due to exposure to deadlines; a moderate amount of physical exertion including lifting, kneeling, and stooping is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____

DATE: _____

PERSONNEL DEPT. APPROVED BY: _____

DATE: _____